

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Office of MN.IT Services @ Department of Public Safety

Project Title: MNLARS Agile Developers

Category: Developer/Programmer (up to ten resources needed)

Business Need

MNLARS, the Minnesota Licensing and Registration System, will improve system operability, stability, record keeping, security, and customer service for the Minnesota driver's license and motor vehicle registration systems. This system will include Driver's License, Driver Compliance, Vehicle Title, Vehicle Registration, Dealer Licensing, Inventory, and Finance processes.

MNLARS is using Agile methodology. The project will need up to 10 C# and .Net developers to work with the scrum teams in developing the new system. The Developers will work closely with the scrum teams, architects, PMO, and report to the Project Director.

Project Deliverables

Each Developer will:

- Actively participate in their assigned scrum team, focusing on designing and delivering a scalable, modular, world class system that fully incorporates Test Driven Development (TDD) techniques to assure a high quality, easily refactorable application.
- Focus on delivering working code while also keeping a design eye on the bigger project picture and overall MNLARS goals. Each developer is expected to deliver solutions that are in alignment with business and technical/architectural goals.
- Communicate effectively to keep Scrum mates, other Scrum teams and MNLARS leadership informed of progress and potential risks.
- There are two major production deliverables: the first is the Minimum Viable Product (MVP) of Vehicle Services; the second is the MVP of Driver's License Services
- The Developers will design and develop code for the Driver's License, Driver Compliance, Vehicle Title, Vehicle Registration, Dealer Licensing, Inventory, Identity Management and Finance systems.
- Enhancements and additional deliverables will be developed as required.

- Code will be developed in response to user stories assigned to the scrum team. Developers will be an integral part of each scrum.

Developers will be evaluated at the completion of each successful sprint by the project manager. The project manager will accept the work done on each sprint based on the following performance by the developer:

- Did the Developer complete the stories assigned during the sprint?
- Was the Developer a steward of world class development processes and did he/she actively participate in the broader community to achieve these standards?
- Did the Developer provide ideas on ways to constantly optimize the development environment for maximum team productivity during the sprint?

Payment will be based on the successful completion of a sprint. Sprints are typically two weeks in length or 80 hours. The cost for a typical sprint would be 80 hours x developer rate. For non-work days during a sprint, such as for state holidays, the work will be adjusted to the time available. Cost proposals should be presented as an hourly rate, per the SITE program. Vendors will be expected to bill no more often than monthly.

Project Milestones and Schedule

The Developers will be assigned to a Scrum Team that is working on one of the following major MNLARS delivery domains: Vehicle Services, Driver's License, Inventory, IAM, or FinLars. The overall MNLARS project is broken down into several major production deliverables, the first being the Minimum Viable Product (MVP) of Vehicle Services, the second being MVP of Driver's License Services and several enhancement releases as required to achieve the overall MNLARS goals.

The MNLARS project will be delivered in the following production deployments:

1. The MVP Vehicle Services release will be delivered on or before the end of October 2016
2. A window for the MVP Driver's License release will be established by September 30, 2015. Work will begin on that release as soon as technically possible, with production deployment expected no later than December 31, 2017.
3. Additional MNLARS enhancement releases will be formed and delivered as required.
4. One scrum team is underway. Several more scrum teams will be getting underway in the next few weeks. Sprints will generally be two weeks long.

Contract Term

The term of this contract is anticipated to run from approximately October, 2015 through September, 2017, with a possible extension through the end of the project.

Location of Work

Resources are required to work on-site at the department's office located at 445 Minnesota Street, Suite 200, St. Paul, Minnesota 55101.

Background Check

The individuals selected for this project must pass a full background check required by DPS and may include a fingerprint check. DPS reserves the right to decline any individual based on the results of the background check. The Resource or Vendor is responsible for the costs of the background investigation performed.

Project Requirements

When fully implemented, the MNLARS project will completely replace the existing mainframe and ESupport systems, providing Vehicle Titling, Permitting, Registration and Driver's License exams and renewals. The MNLARS system will eventually be used by approximately 20,000 users throughout the State and provide information to or respond to requests from over 87 separate external interfaces. MNLARS will be in full compliance with the Statewide Enterprise Architecture standards, the Statewide Project Management Methodology and provide software support for numerous MN and Federal statutes in the Vehicle and Driver's License domains.

Responsibilities Expected of the Selected Vendor

The selected vendor is expected to:

1. Provide a replacement candidate if a selected individual is found to be unacceptable or becomes unavailable prior to the completion of the MNLARS project. The replacement candidate must meet or exceed the experience level of the candidate they are replacing. The state has the right to accept or reject the replacement candidate.
2. Comply with the MNLARS invoicing requirements.
3. Meet with the MNLARS Application Director once per month to discuss the performance of their selected candidates.

Required Skills (to be scored as pass/fail)

Candidates must meet all required skills, only then will the candidates be evaluated and scored.

5 years of experience in each of the following 6 areas:

- C# language fundamentals
 - OO principles, LAMBDA, Generics, Interfaces, coding standards, best practices
- .NET Framework experience:
 - ASP.NET, ADO.NET, ASP.MVC, WEB API, Entity Framework, LINQ, LAMBDA, Dependency Injection
- Web services framework experience
 - WCF, WEB.API, jQuery, JSON parsers, etc.
- Relational database experience (Oracle, SQL Server, etc.)
 - Normalization, PL-SQL or T-SQL, General optimization techniques
- Javascript language fundamentals
- HTML/CSS language fundamentals

1 year of experience in each of the following 5 areas:

- Experience in Test Driven Development and automated unit testing
- Javascript framework experience
 - Rich client framework (Angular, Bootstrap, Knockout, etc)
 - jQuery, jQuery UI (or equiv),
- Testing frameworks
 - Javascript: jasmine, QUnit, TestSwarm, etc.
 - .NET: NUnit, Visual Studio Unit Test Framework, etc.
- Agile experience as a developer in a large (greater than 20 individuals or 4 teams), multi-team environment
- Experience with secure coding principals such as: OWASP Top 10, SANS Top 25

Vendor note: In our last request for developers, only 18% of candidates submitted made it through the pass/fail requirements. Please make sure your candidates meet the qualifications and that the evaluators will be able to find the information easily. If your candidate does not meet the required skills, s/he will not be given further consideration.

Desired Skills

- Demonstrated passion for technology, such as participating in community technology events.
- Experience developing mobile apps in iOS, Android, Microsoft
- Experience with Typescript and LESS
- Demonstrated experience with developing accessible user interfaces that comply with WCAG 2.0

Process Schedule

Deadline for Questions	08/27/2015, 2:00pm
Anticipated Posted Response to Questions	08/31/2015, 3:00pm
Proposals due	09/11/2015, 2:00pm
Anticipated proposal evaluation begins	09/14/2015
Anticipated proposal evaluation & decision	09/25/2015

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Joyce Simon

Organization: MN.IT @ DPS

Email Address: joyce.simon@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

Each candidate will be evaluated based on the following criteria, **if** they have passed the pass/fail requirements:

- 5% Company
- 35% Candidate Overall Experience and Qualifications
- 30% Candidate Experience in an Enterprise Agile and Test Driven Development Environment
- 30% Cost

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, the State reserves the right to adjust the scores given to the written submissions based on additional information derived during the interview process.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The technical proposal should be assembled as follows:

1. Document **naming convention**: <Company Name><Resource Name> <Technical Proposal>. Example: ABC Company, Jasmine Doe, Technical Proposal.
2. **Cover Page**:
 - Vendor name and full address
 - Contact name for Vendor
 - Contact's direct phone/cell phone (if applicable)
 - Contact's email
 - Resource Name(s) being submitted
3. **Cover Letter, Resume, References**:
 - a. Cover letter should be no more than one page in length
 - b. Provide narrative, including companies and contacts where your resource has demonstrated the **required and desired skills**. If pass/fail requirements are not met, the proposal will not receive further consideration. It will not be scored. Provide specific details that highlight the resource's skills. The narrative may be in a matrix or other form that allows the reader to easily find required and desired skills.
 - c. Attach resume(s) for proposed resource(s) in addition to the narrative description. Be certain **the resume has dates of work and notes** whether the resource was an employee or consultant. The resume must specifically show that the candidate meets the minimum qualifications and experience.
 - d. The resume must match the experience shown in item b above.
 - e. Include the name of two references who can speak to the resource's work on a similar project. Include the company name and address, reference name, reference email, reference phone number and **a brief description of the project this resource completed**.
4. **Cost Proposal** must be in a **separate document** and not listed in any other place in your submission. Document naming convention: <Company Name><Resource Name> Cost Proposal. Example: ABC Company, John Doe, Cost Proposal.
5. **Conflict of interest statement as it relates to this project**
6. **Do not include proposal content in email transmittal text. It will not be considered.**

**7. Additional Statement and forms:
required forms to be returned or additional provisions that must be included in
proposal**

Please upload all as one document or as part of technical proposal.

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Proposal Submission Instructions

- Vendor is limited to submission of **3 resumes/candidates** in response to the Request for Offers
- Proposals should be sent to
 1. Joyce Simon via email at joyce.simon@state.mn.us
 2. and to debra.a.johnson@state.mn.us.
 3. and to MNIT.SITE@state.mn.us for vendor performance tracking.
 - **In email subject line:** RFO0077, Company name – Candidate(s) last name – developer
 - The technical proposal and cost sheet may be word or pdf documents.
 - Please proofread your offering to ensure it references this posting only, that you have included all the required documents and that the readers of the proposal can easily discern the qualifications of your candidate(s).
- Submissions are due according to the process schedule previously listed. The State is not responsible for any submissions not received by the closing of this solicitation. Late proposals will not be considered.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be

made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.